

Minutes of the MARC Executive Board Meeting

Wilmington, DE

17 January 2005

Attendees: Mark Opilla, President; Tom Kobezak, Vice President; Carol Decker, Secretary; Christine Haber, Chairperson, Education Committee; Nina Evans, Chairperson, Membership Committee; Linda Owen, Chairperson, Legislative Committee; Helen Katz, Chairperson, Planning Committee; Pat Huber, Chairperson, Protocol Committee; Phil Villella, New Jersey State Representative; Jana Tull, Virginia State Representative.

Welcome:

Mark Opilla welcomed the board and opened the meeting at 3:00 p.m.

Executive Board Vacancies:

Treasurer – Dave Chapman will be unable to continue as MARC Treasurer. Because treasurer is an elected position, it was determined that an elected board member should temporarily fill it. Carol Decker was appointed to add the treasurer duties to her secretary's duties until the next elections are held.

Governance Committee Chairperson and Maryland State Representative – The committee was formerly chaired by Bonnie Maliszewski, who was also the Maryland State Representative. Following Bonnie's retirement, both positions were vacant. It was determined that Pat Huber will fill the Maryland State Representative role and Jana Tull will serve as the Governance Committee Chairperson.

Communications Committee Chairperson – Diana Mukitarian, chairperson, is serving a one-year internship on the Hill. While there, she has suggested a replacement be chosen as her participation will be severely restricted. During her absence, a point of contact has been established at her activity to ensure continued operation of the council website.

Establishing Committee Vice Chairpersons – Mark Opilla suggested that all chairpersons should identify a vice chairperson, to ensure smooth continued operation of all committees.

Letters to Installation and Private Industry Supervisors:

Thirty-one letters were mailed in early December thanking contracting activity and private industry supervisors for their continued support of the MARC.

Membership Issues:

Nina Evans is considering methods by which to scrub the council membership list. For the current meeting, participants will be asked to verify their contact information and indicate whether they wish to receive a training certificate. In addition, a "zero-based" scrub is being considered, where a new listing will be built from scratch. Also being considered is an email form to current members requesting a membership data update.

Planning Committee - Upcoming meetings:

Helen Katz reported the following:

- Spring meeting - Williamsburg, VA, full-day Tuesday and half-day Wednesday, April 19-20 (executive board meeting on Monday, April 18); Hospitality House. The cut-off for hotel reservations is March 4.
- Fall meeting – Maryland locations are being considered.
- Winter 2006 meeting – New Jersey locations are being considered.

Education Committee:

Christine Haber reported that despite some last minute changes, the agenda is good to go for the meeting.

Legislative Committee:

Linda Owen has prepared a Legislative Update and Highlights to include in the folders for the meeting.

Protocol Committee:

Pat Huber reported that she has eight speaker gifts for this meeting, and anticipates the current balance of speaker gifts will provide enough for the next two meetings. At that point, either a new gift will have to be chosen or replenishments ordered. In addition, she brought along a farewell card for Bonnie Maliszewski, and requested that a thank-you letter and gift (to be determined) be sent to Bonnie in recognition of her years of dedicated service to the council. Pat will send pertinent information to Carol who will prepare a letter for Mark's signature.

The meeting was adjourned at 3:00 p.m.